



## **Personnel Board**

**September 12, 2025 10:00 AM,**

**IUC, Room 117, 17221 E 23rd St S, Independence, MO 64057**

### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF MINUTES**

1. Approval of minutes for the Regular Meeting on June 13, 2025.
2. Approval of minutes for the Meeting on July 30, 2025.

### **OLD BUSINESS**

### **NEW BUSINESS**

1. Article IV Personal Business Leave Clarification

### **SCHEDULE OF NEXT MEETING**

### **ADJOURNMENT**

# City of Independence

## AGENDA ITEM COVER SHEET

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**Agenda Title:**

Article IV Personal Business Leave Clarification

**Recommendations:**

**Background:**

**Emergency Justification:**

**Fiscal Impact:**

**Council Action:**

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<b>Department / Contact</b>	Community Development /
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**REVIEWERS**

Tom Scannell  
Melissa Cabrera  
Jeremy Cover  
Zachary Walker  
Susanne Holland

**ATTACHMENTS:**

1. ARTICLE IV\_Personal Business Clarification

## ARTICLE IV. HOURS OF WORK AND LEAVE

### A. Personal Business Leave

1. Regular full-time employees may earn a maximum of twenty-four (24) hours of leave for personal business leave per year which may be taken ~~in the same manner as vacation leave~~ **without advance notice**. Personal business leave is credited in increments of two (2) hours, per month actually worked. Personal business leave may be accumulated to a maximum of sixty (60) hours. Personal business leave may not be used during the initial probationary period.
2. During any single fiscal year when and to the extent that the City Council has appropriated funds for this purpose, an employee may convert unused personal business leave, not to exceed a maximum of twenty-four (24) hours to cash payment at the employee's base rate of pay. The election to accumulate or convert to cash must be made during the last full work week during October. Payment will be made during the month of November. If no appropriation has been made by October 1<sup>st</sup>, then no payment shall be made for unused personal business leave for that fiscal year.
3. A regular employee who retires or voluntarily resigns from the City shall be paid for accumulated personal business leave to a maximum of sixty (60) hours. An employee who is terminated shall not be paid for accumulated personal business leave.